

ORGANIZATION: City of Newport
DEPARTMENT: Public Works

LOCATION: Newport, Oregon
DATE: July 2012

JOB TITLE: Utility Worker (I, II, III, Senior) - Streets and Storm Sewer

PURPOSE OF POSITION:

Under the supervision of the Streets Supervisor, the Utility Worker position in the Streets and Storm Sewer Division generally performs maintenance, construction and repair of streets, sidewalks, storm drains, and other public infrastructure within the public right-of-way and on public owned facilities and easements.

JOB CLASSIFICATION RANGES:

Utility Worker I – Range 7
Utility Worker II – Range 8
Utility Worker III – Range 9
Senior Utility Worker – Range 10

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Utility Worker I and II

- Install and adjust traffic control devices.
- Clear and clean streets.
- Trim trees obstructing right of way.
- Mow and brush cutting at or around city streets and facilities.
- Build barricades fences and guard rails.
- Respond to emergency situations such as wind storms, land movement, snow and ice, or tsunami.
- Sand and clear snow and ice from streets.
- Install Holiday decorations, banners on light poles, and perform banner bracket maintenance.
- Perform asphalt and concrete cutting.
- Construct new or replacement sidewalks, curbs and streets
- Haul and spread rock on gravel streets. Grade gravel streets and prepare grade for new streets.
- Raise manholes, water valve boxes, and catch basins for overlay and road construction.
- Haul and spread asphalt.
- Maintain storm sewer system including inspection, repair, and cleaning of catch basins, manholes, and pipes.
- Construct new or replacement storm drain manholes, catch basins and pipe
- Camera storm drain lines and locate for documenting and mapping.
- Respond to flooding situations including: setting up pumps, securing area, and establishing detours.
- Lay electrical conduit and set electrical vaults/boxes.
- Assist water crew with repairs.
- Install, repair, replace, and manufacture traffic signs and supports.
- Perform maintenance and service of equipment including oil changes, equipment lube and replacing fuel filters.
- Plan, lay-out, and paint pavement markings for streets and parking lots.
- Operate street sweeper and plan sweeping routes and schedules.
- Operate heavy equipment, including: dump truck, motor grader, roller, loader, backhoe, fork lift, street sweeper, and sewer jetter.
- Haul equipment.
- Check City of Newport e-mail account daily for notifications and information

- Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.
- Assist other City departments and Public Works divisions as needed
- Other duties as assigned

Utility Worker III

- All duties of a Utility Worker I and II above.
- Evaluate work to be performed.
- Select type of material and equipment needed for project.
- Evaluate type of impact on public and private property.
- Notify public when affected with type of work and reason for work being conducted.
- Call for and maintain utility locates if excavation is going to be performed.
- Oversees the construction/maintenance work performed at the job site
- Ensure safety aspects and City procedures are followed, including traffic control, safety equipment, and safe working habits.
- Report work progress and completion to the Supervisor.
- Deal with public complaints and by questions by phone and in person.

Senior Utility Worker

- All duties of a Utility Worker I, II, and III above.
- Provides daily work direction and training to personnel in subordinate classifications
- Assign, evaluate and alter workloads of division personnel
- Act as Interim Supervisor in Supervisor's absence

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Utility Worker I

- High School Diploma or GED
- Minimum 1 year experience in related field

Utility Worker II

- High School Diploma or GED
- Minimum 2 years experience as a Utility I or related field (3 years total experience)
- Commercial Drivers License (CDL)
- Flagger Training and Certification
- Consistent availability and response to after-hours emergency call-back
- 3 CEU or equivalent classroom hours in Street Maintenance, Storm Drainage maintenance or related subjects within the last 5 years
- Confined Space entrant and attendant training
- Basic trenching and shoring training
- Proficiency in routine vehicle maintenance, service, and refueling
- Demonstrated knowledge of personal protective equipment (PPE) application, use, and care
- Proficiency in identifying and working with and around utility locates (call in, identify markings)
- Understanding and proficiency of radio communication protocol

Demonstrated skills in the following activities:

- Build barricades, fences and guardrails
- Knowledge of area (locations, addresses)
- Tree pruning
- Holiday ornament, banner bracket maintenance, installation, etc.
- Raising manholes and catch basins
- Computer basics (email)
- Install signs

Demonstrated knowledge and ability to use the following equipment: Includes safety precautions, proper operation and user required care and maintenance.

- Jackhammer
- Air Compressor
- Cut-off Saw
- Pumps
- Weed Eater
- Pressure Washer
- Chipper – feeding
- Concrete Saw (walk-behind)
- Compactors
- Chain Saw
- Front-end Loader
- Dump Truck – basic
- Jetter – assist
- Bucket Truck

Utility Worker III

- Educational and Experience requirements of Utility Worker II position and the following:
- 4 years experience as a Utility Worker II (7 years total experience)
 - Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.
- +4 CEU or equivalent classroom hours in Street Maintenance, Storm Drainage maintenance or related subjects within the last 5 years
- Confined Space entry Supervisor training
- Trenching and shoring “Competent Person” training

Senior Utility Worker

- Educational and Experience requirements of Utility Worker III position and the following:
- 7 years experience as a Utility Worker II or III (10 years total experience)
 - Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.
- Demonstrated proficiency in management of division personnel and equipment
- Demonstrated proficiency in budgeting and purchasing
- Proficiency in identification, calling in, maintaining, and performing utility locations
- Proficiency in creating and implementing Work Zone traffic controls
- Proficiency in performing street condition assessments and mapping
- Proficiency in identifying, categorizing and correcting storm drain deficiencies
- Proficiency in directing and implementing street preparation and repair, patching, and estimating

KNOWLEDGE:

Knowledge of general construction principles in geometric design for streets, pavements, traffic control. Knowledge of requirements for procuring goods. Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation, heavy labor, pesticide application, and the use of hand and power tools and equipment. Familiarity with the operations, materials, methods, techniques, and the Federal and State guidelines used in construction and maintenance of streets and storm sewer systems.

SKILLS:

Skill in the use of personal computers, various related software programs, standard office equipment, heavy equipment and power/hand tools.

ABILITIES:

Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches; operate heavy equipment and hand/power tools used in public works operations. Ability to analyze operational situations objectively, effectively respond to public works emergencies, conduct lead work, communicate effectively, both orally and in writing, with individual and groups. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS/LICENSES:

- Possession of a valid Oregon driver's license.
- Possession of a valid Oregon Class A commercial driver's license within six months of hire.
- Flagger and forklift certification within six months of hire.
- First Aid/CPR within six months of hire.
- Other certifications as required by position classification.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to sixty pounds and occasionally lift or move materials up to 100 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 70% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors outdoors work occurs and may involve exposure to loud noise, fumes, chemicals, dust, mud, uneven terrain and varying and extreme weather conditions. Employees in this position are exposed to the risk physical harm from hazards found in field environment. Occasional work in high places may be required while using the bucket truck. Subject to 24-hour call-back for emergencies.

SUPERVISION RECEIVED:

Work is performed under the direction of the Street Supervisor.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

Date Revised: July 2012